

# The Expat Fairs Events - Terms and Conditions

## Terms and Conditions on Eligibility to take part:

1. Vendors who are Dependent pass holders, have a valid Letter of Consent from a local company, are Singaporeans or PRs are welcome.
2. Foreigners with Visitor/Tourist passes are STRICTLY not allowed to operate or help you at your booth at the Fair (due to restrictions of NEA & MOM Regulations). However, foreigners with a business visa or on a business trip can take part in the Fair.
3. Work permit/S pass/E pass holders, please note that your eligibility to book depends on your employer's contractual agreement with you. The Expat Fairs (herein known also as the Organizer) shall not be held liable in the event the Vendor is found to be violating any employment agreement with their employer or governed laws.
4. Please do not register if you suffer from health conditions (such as mobility and heart problems) that are not suited to crowded, enclosed environments and the experience of vending at a Fair, Please contact us before registration for approval if you will have someone else of able body to man your table.
5. When booking, it is compulsory to fill in your full name, NRIC, Work Pass number or Business Registration number.

**Your personal information is kept in strictest confidence.**

## **PAYMENT & CANCELLATION POLICY**

An email will be sent to you to acknowledge acceptance of booking, subject to complete upfront payment of the booking. No cancellation is accepted once payment is made, unless the Fair is cancelled due to unforeseeable circumstances such as nature or security threat.

## **TABLE SET-UP AND DISPLAY**

The Organizer will provide table and chairs as indicated on the booking portal. If extra space is needed for rack or shelves, please book for extra space, such as an L-shaped or additional table as per booking portal.

Please indicate in the above if no table is required, in which the Organizer will provide raw space and 2 chairs in the designated area.

Vendors shall bring their own tablecloth and one extra cloth for cover.

Vendors shall provide their own equipment, such as extension cords, adapters, spot lights and so on.

The Organizer will allocate the table location and reserves the final right for the selection of product mix.

The Vendor's organization name will be posted on the assigned table/space on the day of set up. All displays, goods & accessories such as racks, shelves & chairs must be confined to the contracted area.

No equipment or signs are to be attached or affixed to any walls, windows or floors of the Venue.

No combustible and unsafe products shall be displayed or used at any time during the Fair.

Selling or promotion of products/services other than those stated in the booking contract is not permitted. In addition, placing product samples and/or advertising material outside of the Vendor's assigned space is not permitted. Should these scenarios occur, the Organizer reserves the right to remove and dispose of such items and advertising material from the Vendor's booth and the venue.

Strictly no soliciting with marketing material not related to products or scope of business that the Vendor registers on the booking form.

Selling of fake or knock-off goods is prohibited.

Subletting or transferring of contracted area has to be approved by the Organizer. Otherwise, the transferred Vendor will not be allowed to join the Fair.

Participating Vendors are responsible to abide by the laws & regulations of Singapore for their own products/services.

Vendors must finish set up at least 30 minutes before opening time. Domestic helpers are not allowed to enter the Venue due to the Venue's rules.

Any additional structures the Vendor wishes to include, such as racks, shelving, changing room or mannequins, have to be pre-approved by the Organizer in writing during booking, and is subject to final approval from Venue.

## **UNLOADING/LOADING & PARKING**

There will be a discounted set meal for Vendors.

Only fully paid Vendors are entitled to strictly one free Parking coupon at the Venue. Otherwise, a S\$15 parking fee applies when purchased from our fair's counter, or the driver will pay according to the Venue's carpark rate.

If stock can be transported in hand-carried luggage or packages, the Vendor may bring stock through the Venue's main entrance from the drop off point, before parking their vehicle. Vendors with hand-carried luggage may also use the hotel's passenger lifts to enter the Venue.

Any bulky items, such as mannequins and big cloth racks, need to be transported by industrial trolley and cargo lift.

Vendors are to bring their own spotlights and extension cords if needed.

### **CREDIT CARD FACILITIES**

Credit card payment facilities is an additional service provided at this Fair, with a service fee of 6% of the Vendor's sales amount. The service fee is borne by the Vendor, not the Shopper.

Credit card repayment to overseas, non-Singaporean bank accounts will incur a SGD25 chargeback fee by the remitting bank, which is borne by the Vendor, not the Organizer.

Should the Vendor wish to use this service, please fill in the relevant banking details (bank account name and bank account number and mobile no) on the booking form.

Vendors must provide their own sales slips or receipts in 3 copies, with one to be provided to the Organizer with customer's credit card slips for repayment record.

Vendors must provide full bank details in order to use credit card payment facilities.

Vendors without full bank details and sales receipts will not be able to use credit card payment facilities. Any unauthorised use and sales will not be repaid to the Vendor.

Should the Vendor only decide to use these facilities on the day of the fair itself, an additional 1% admin surcharge will be applied and borne by the Vendor.

Please allow **21 days** for repayment to take place. If we receive repayment from Visa/Master earlier, we will transmit repayment sooner.

The Organizer informally recommends that Vendors consider opening a PayLah or PayNow account for bank transfer purposes, which is not part of the services the Organizer provides.

### **IMPORTANT CONDITIONS**

The Expat Fairs (the Organizer) is the owner of all Media, Copy or Intellectual Rights, and Advertising/Promotional Materials associated with this Event.

### **DISCLAIMER:**

The Organizer and employees shall not be responsible for any matters arising from any claims for all transactions/sales made between Vendors and their customers.

The Organizer, its agents and employees will and have invested their best efforts in the Fair's publicity. The Organizer will not be held responsible for the sales results of the Fair. Should there be lack of traffic due to weather conditions, traffic accidents or unforeseen circumstances, the Organizer is not held responsible for the resultant outcome.

The Organizer is not liable for any goods lost, stolen, damaged or for any personal injuries encountered, as well as fire, accidents, mishap or any other natural cause while participating in the Fair. The duration of fair participation includes the period of loading and unloading, set-up, tear-down, the fair itself and any other reasonable activities related to fair participation. Should Vendors require any assistance for the above, the

Organizer will refer the Vendor(s) to relevant resources, such as a police station or a medical institute.

The Organizer reserves the right to cancel the event due to non-foreseeable circumstances, and total liability in such conditions is limited to the booking fee paid by the Vendors.

Any unethical actions that may damage the commercial goodwill of Expat Fairs Pte Ltd. is prohibited, and can serve as cause for termination of contract.

**By completing the booking and joining the Fair, the Vendor has read, accepted, and agreed to abide by all terms and conditions stated in this contract. The completed booking binds the Organizer and Vendor to this contract.**